

RECORDS RETENTION AND DISPOSAL SCHEDULE

CALVERT COUNTY

BOARD OF COUNTY COMMISSIONERS
DEPARTMENT OF INSPECTION AND PERMITS

Item No.	AGENCY Description	DIVISION Retention
1	<p>This General Schedule provides for the retention and disposition of the records found in the five divisions of the Department of Inspection and Permits - Building, Electrical, Grading, Plumbing and Zoning. The general accounting records are provided for in Schedule #C-431.</p> <p>RECORDS OF THE BUILDING, ELECTRICAL, GRADING, PLUMBING AND ZONING DIVISIONS</p> <p>A. Permit Files - Authorizing projects to proceed after approval of application</p> <p>Subdivision regulations and zoning ordinances - regulation of county land use</p> <p>Use of Occupancy forms - inspection and approval required for change in use of buildings</p> <p>Zoning and rezoning files - cause and appeals</p> <p>B. Lists of licensed individuals and companies</p> <p>One acre card file - list of purchasers and number of one acre parcels purchased</p> <p>Plans, plats, charts and maps, including zoning and indexes</p> <p>Trailer park register</p> <p>Conditional zoning - two (2) year deadline with other conditions as required</p> <p>C. Application file - information form required for issue of permit</p> <p>Bonds - as required from contractors</p> <p>County Road Access Permits - for new construction</p>	<p>Retain for three (3) years and until all legal or administrative value to the office ceases, then destroy.</p> <p>Retain for three (3) years or until superseded, whichever is later, then destroy.</p> <p>Retain for three (3) years after completion of project and final inspection, and until all audit requirements have been met, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

William C. Campbell Director, Inspection & Permits 5/11/76
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9-1-76 Edwade Papen
Date Archivist

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE

CALVERT COUNTY

BOARD OF COUNTY COMMISSIONERS
DEPARTMENT OF INSPECTION AND PERMITS

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>C. (Continued)</p> <p>Current Cut-in Cards - informing power companies to initiate service after completion</p> <p>Final Certificates - Completion of plumbing inspection</p> <p>Inspection Request Records - requests to the several divisions for various types of inspections</p> <p>D. General Correspondence</p> <p>Monthly and yearly reports on permits, the number and type issued and the number and type of inspections</p>	<p>Retain for three (3) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary